

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
<http://www.oa.mo.gov/acct>

James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: April 9, 2003

RE: SAM II Financial Suspense File (SUSF) Clean-Up Procedures

Documents, except for templates, budget documents, and HR documents on the SAM II Financial Suspense File (SUSF) with a last action date of January 15, 2003 or earlier, will be deleted on April 15, 2003.

Ensure that templates have a TEM prefix and are in HELD status prior to this time. Templates that do not have a TEM prefix and are not in HELD status and documents in a HELD status without a TEM prefix will be deleted.

Agency procedures need to ensure action is taken on documents, excluding document templates, prior to the last action date on SUSF being greater than three (3) months old. Unnecessary documents should be deleted by agencies on a routine basis for internal control purposes and to assist with an efficient nightly cycle process

OA will not send agencies the specific document numbers that are deleted during this statewide SUSF clean up.

If you have any questions, please contact an Agency Customer Service Coordinator (ACSC) within your agency. Your ACSC will contact OA/Accounting if assistance is needed.